
Applying for an Order for Child Support Under the Parentage and Maintenance Act

The Family Law Information Centre and Queen's Bench Child Welfare Clerk's Office cannot give you legal advice or financial guidance, and cannot predict the outcome of court decisions.

This booklet provides general information only. You should speak to a lawyer for legal advice about your own situation.

The Court Procedure Booklets listed on the inside cover of this booklet are available electronically at ***www.albertacourts.ab.ca***.

The Court Procedure Booklets are available for sale from Queen's Printer Bookstore by phoning (780) 427-4952 in Edmonton, or (403) 297-6251 in Calgary, or by phoning 310-0000 toll-free from anywhere in Alberta and asking for either of these phone numbers, or by accessing the Queen's Printer website at ***www.gov.ab.ca/qp***.



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Family Law Information Centres

The Family Law Information Centres can provide information about:

- the Federal Child Support Guidelines,
- how to calculate child support,
- how to apply for or change a Child Support Order,
- how to oppose an application that involves child support, and
- the procedures that must be followed in other family law matters, such as spousal support and child custody.

Family Law Information Centres can be found at the following locations:

Family Law Information Centre, Edmonton

Law Courts Building
1A Sir Winston Churchill Square
Edmonton, Alberta, T5J 0R2
Tel: 780-415-0404
Fax: 780-415-0403

Family Law Information Centre, Calgary

Court House Annex
603 - 6th Avenue SW
Calgary, Alberta, T2P 0T3
Tel: 403-297-6600
Fax: 403-297-6605

Family Law Information Centre Court Procedure Booklets

Applications Dealing With Child Support Or Arrears

If your application deals with child support or arrears, you should read the booklet "Information for Unrepresented Parties about Child Support Matters" before reading the appropriate procedure booklets below.

Child Support — when both parties live in Alberta

Obtaining Income Information from the Other Party for Child Support Applications

Applying for an Order for Child Support

Changing an Existing Order for Child Support

Decreasing Child Support, Reducing or Cancelling Arrears, and Stay of Enforcement

Reducing or Cancelling Arrears and Stay of Enforcement (where there is no change to ongoing support)

Applying for an Order for Child Support Under the Parentage and Maintenance Act

Applying for a Consent Order that Includes Child Support

Opposing an Application that Involves Child Support

Child Support — when the respondent lives outside Alberta

Provisional Application to Change an Order for Child Support - Divorce Act

Spousal Support

Applying for an Order for Spousal Support

Changing an Existing Order for Spousal Support

Custody and Access

Applying for an Order for Custody and/or Access

Changing an Existing Order for Custody and/or Access

Combination Applications

Applying for an Order for Child Support and Custody and/or Access

Changing an Existing Order for Child Support and Custody and/or Access

Applying for an Order for Child Support and Spousal Support

Changing an Existing Order for Child Support and Spousal Support

Applying for an Order for Child Support, Spousal Support and Custody and/or Access

Changing an Existing Order for Child Support, Spousal Support and Custody and/or Access

Restraining or Protection Orders

Applying for a Restraining Order Without Notice

Applying for a Protection Order on Notice

Review of an Emergency Protection Order

General

Opposing an Application that Does Not Involve Child Support

Applying for a Consent Order that Does Not Include Child Support

Transferring Your Court File

General Family Law Application

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Step 3: Prepare the Documents to the Registrar

Step 4: Prepare a Notice to Dispute

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Appendix 2: Sample Court Forms

Applying for an Order for Child Support Under the Parentage and Maintenance Act

Family Law Information Centres

The Family Law Information Centres can provide information about:

- the Federal Child Support Guidelines,
- how to calculate child support,
- the Federal Child Support Order,

the Court Procedure Handbook, and
the procedures that must be followed in other family law matters, such as spousal support and child custody.

Family Law Information Centres can be found at the following locations:

Family Law Information Centre, Edmonton
Law Courts Building
1A Sir Winston Churchill Square
Edmonton, Alberta, T5J 0R2
Tel: 780-412-6404
Fax: 780-412-6404

Family Law Information Centre, Calgary
Court House Annex
605- 6th Avenue SW
Calgary, Alberta, T2P 0T3
Tel: 403-297-6600
Fax: 403-297-6600

Family Law Information Centre Court Procedure Booklets

Applications Dealing With Child Support Or Arrears

If your application deals with child support or arrears, you should read the booklet "Information for Child Support Recipients" or "Information for Payors" to determine the steps you must follow to complete your application below:

Applying for a Child Support Application

Child Support Under the Federal Child Support Guidelines

Child Support Under the Federal Child Support Guidelines (There is no change to existing support orders)

Applying for a Child Support Order Under the Parentage and Maintenance Act

Applying for a

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Child Support - when the respondent is the payor

Professional Application to Change an Order for Child Support - Divorce Act

Spousal Support

Applying for an Order for Spousal Support

Changing an Existing Order for Spousal Support

Custody and Access

Applying for an Order for Custody and/or Access

Changing an Existing Order for Custody and/or Access

Consent Applications

Applying for an Order for Child Support and Custody and/or Access

Changing an Existing Order for Child Support and Custody and/or Access

Applying for an Order for Child Support and Spousal Support

Changing an Existing Order for Child Support and Spousal Support

Applying for an Order for Child Support, Spousal Support and Custody and/or Access

Changing an Existing Order for Child Support, Spousal Support and Custody and/or Access

Restraining or Protection Orders

Applying for a Restraining Order Without Notice

Applying for a Restraining Order with Notice

Review of an Emergency Protection Order

General

Opposing an Application that Does Not Involve Child Support

Applying for a Consent Order that Does Not Involve Child Support

Transferring Your Court File

General Family Law Application

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In Alabama, you can ask the court to order the other parent to pay child support. This booklet explains how to do this. It also explains that the amount of child support is determined by the best interests of the children.

The process outlined in this booklet is a legal process that is designed to ensure fairness. There are 12 steps in the process. It is important that you follow each step carefully and thoroughly. The legal terms that you will need to know are explained in Appendix 1.

You should speak to a lawyer to determine if you have sufficient income to make the application, what evidence should be presented in the court, and possible outcomes for your application.

About this Booklet

This booklet outlines what you must do when applying for child support under the *Parentage and Maintenance Act* for a child of unwed parents. You can use this booklet if both you and the other parent (the respondent) live in Alberta.

If the respondent lives outside of Alberta, please refer to the two *Parentage and Maintenance Act* booklets listed on the inside front cover under "Child Support - When the respondent lives outside Alberta."

If you are on social assistance, you cannot use this booklet. You must contact the Family Maintenance Program. Phone first and make an appointment. For Edmonton, call (780) 415-6400. For Calgary, call (403) 297-6060. For rural or other areas, please contact your local Family Maintenance Program office, which is part of the Department of Human Resources and Employment. If you don't know the number, call the Rite Line at 310-0000. It is a toll free call from anywhere in Alberta. They will connect you with the local office.

If you want to apply for Legal Aid, you may need a referral from the Family Maintenance Program for applications under the *Parentage and Maintenance Act*. Contact your local Family Maintenance Program office before you apply.

Even though the *Federal Child Support Guidelines* are part of the *Divorce Act*, the Justices in the Court of Queen's Bench in Alberta will refer to them for applications under the *Parentage and Maintenance Act*. These guidelines make sure that the amount of child support is reasonable and in the best interest of the children.

The process outlined in this booklet is a very formal one that is designed to ensure fairness. There are 12 steps in the process. It is important that you follow each step carefully and thoroughly. The legal terms that you will need to know are explained in Appendix 1.

You should speak to a lawyer to determine if you have sufficient reasons to make the application, what evidence should be presented to the court, and possible outcomes for your application.

If you decide to go ahead without a lawyer, you may need to consult other sources of information as you prepare your application. You can find the following documents at your local court house library, other libraries or at the listed websites:

- *Alberta Rules of Court* – www.gov.ab.ca/qp/rules.html
- *Family Law Practice Notes (attached to the Alberta Rules of Court)* – www.albertacourts.ab.ca/webpage/qb/qb_family_law_practice_notes.htm
- *Federal Child Support Guidelines* – www.canada.justice.gc.ca/en/ps/sup/index.html
- *Parentage and Maintenance Act* – www.gov.ab.ca/qp/acts.html

Before You Begin

Parenting After Separation Seminar

If you haven't already, you may have to attend the Parenting After Separation Seminar before you make your application. For more information about this, see the Notice of Mandatory Seminar sheet which is available from the Family Law Information Centre (please see the inside front cover of this booklet for locations) or the Child Welfare Clerk (please see the inside back cover for locations).

Step 1: Complete the Child Support Data Sheets

1-1 Gather income information

Gather the income information needed to determine the amount of child support that should be paid according to the *Federal Child Support Guidelines*. This financial information should at least include: copies of the Income Tax T-1 General forms and notices of assessment and reassessment for each of the three most recent taxation years from Canada Customs and Revenue Agency, copies of the three most recent pay stubs showing gross pay for the year to date, or other proof of current income, and any other information you have to support the calculation of your and the other party's guideline income. You will also need a detailed list of any special expenses either party is asking for under Section 7 of the *Guidelines*. For more information, please see Sections 7 and 21 of the *Federal Child Support Guidelines*.

Note: Even if the *Federal Child Support Guidelines* do not require the income information of the person who will be receiving child support, the judge may still require it.

If you do not have this information or the respondent will not provide it, you need to prepare and serve a Notice to Disclose. Please see step 4.

1-2 Complete the Child Support Data Sheets

If you have the respondent's income information, complete the Child Support Data Sheets (Data Sheets). You can get copies of the Data Sheets from the Family Law Information Centre, or if you live outside of Edmonton or Calgary, from your closest Child Welfare Clerk's Office.

If you cannot determine the respondent's income or get any financial documents from the respondent, you still need to complete as much of the Data Sheets as you can. Fill in the information that you have or estimate the respondent's income. You may need to fill in "unknown" for the respondent's income.

1-3 Have your Data Sheets reviewed

Your Data Sheets should be formally reviewed. Take the Data Sheets, along with copies of all income and other financial information, to the nearest Family Law Information Centre and they will review them. The addresses are on the inside front cover of this booklet.

Make sure you take copies of all income and other financial information with you. The Family Law Information Centre cannot review your Data Sheets without copies of this financial information. After the Family Law Information Centre has reviewed your Data Sheets, they may provide you with a form called a Review Memo, along with Child Support Summary Sheet(s). You will need the Review Memo and Child Support Summary Sheet(s) in later steps.

If you live outside of Edmonton and Calgary, the review may be done at your closest Child Welfare Clerk's Office.

Step 2: Prepare an Affidavit

The Affidavit starts the court action between you and the respondent. You must use the sample Affidavit that begins on page 29. You must fill in all appropriate clauses. Remember that the Affidavit will be read by the judge. Make sure that it is readable and understandable. If your Affidavit is messy or confusing, you will need to re-type the Affidavit.

Do not sign the Affidavit yet. You will sign the Affidavit when you file it with the Child Welfare Clerk in step 5.

**Step 3:
Prepare the
Summons
to the
Respondent**

You must prepare the Summons to Respondent on page 37. Fill in the appropriate clauses. Do not fill in the court date at this time. You will obtain this date from the Child Welfare Clerk when you file the Summons in step 5.

**Step 4:
Prepare a
Notice to
Disclose**

If you do not have financial information from the respondent, complete the Notice to Disclose on page 43.

The Notice to Disclose should only include those items that are relevant to your case. Cross out any paragraphs that do not apply to your case. See the instructions on page 28 on how to delete information from a court document.

The sample form does not include all of the items allowed for in the Court of Queen's Bench Family Law Practice Note "2" which is attached to the *Rules of Court*. This is because some items may not be relevant to a child support application. You may want to ask for other financial information. See the complete Practice Note in the *Rules of Court*.

Make sure you **sign** and **date** the Notice to Disclose on the second page of the form.

Leave the lines for court date and time on the backer blank for now. The clerk will help you choose a court date. Please see step 5.

Please note: You may not be entitled to financial information from the respondent unless the judge declares the respondent to be a parent of your child (declaration of paternity).

Step 5: File your Application

5-1 Make copies of your documents

In order to proceed with your application, you will need:

- Three copies of your Affidavit (total of four with the original).
- Three copies of your Summons (total of four).
- Three copies of your Notice to Disclose, if you prepared one (total of four).

5-2 File your documents

Take the originals and the copies of these documents to the Child Welfare Clerk's Office for filing. In Edmonton, the Child Welfare Clerk's Office is located at the Administration Wicket of the Court of Queen's Bench. The address for the Child Welfare Clerk's Office in each judicial district is on the inside back cover of this booklet. In smaller centres, the Child Welfare Clerk's Office may not be a separate section, but would be part of the Queen's Bench Clerk's Office.

When you file your Affidavit, you must swear or affirm before a commissioner for oaths that the contents are true. You may be asked to show personal identification. A Child Welfare Clerk may act as a commissioner for oaths.

The Child Welfare Clerk will file your documents and return the three copies of the Affidavit and the Notice to Disclose to you. The Child Welfare Clerk will file a copy of the Summons and return the original and two copies to you.

You must pay a \$200 fee when you file your documents. You can pay the fee in cash or by money order, certified cheque, VISA or debit card. Personal cheques will not be accepted.

Please note: You do not need to file the Review Memo or Child Support Summary Sheet(s) with your application. However, you must take them with you when you go to court.

5-3 Choose a court date

When choosing your court date, we recommend that you choose the same date for both the Summons and the Notice to Disclose, if you prepared one. This will reduce the number of times that you will have to go to court. If you have to pick

different dates for the two applications, then you will have to go to court on each date.

When choosing your court date, remember that after you file your application the respondent must have at least:

- two full days to reply to the Summons, not including the date the Summons is served or your court date, and not including Saturdays, Sundays or holidays; and
- 30 full days to reply to the Notice to Disclose, not including the date the Notice to Disclose is served or the court date.

Keep in mind the extra time you will need to serve your documents. It may take several days to serve the documents in person. Step 6 will outline how to serve your application on the respondent.

The Child Welfare Clerk can help you choose a court date. Write the court date on the first page of all copies of the Summons and on the backer (back page) of all copies of the Notice to Disclose.

Step 6: Serve the Application

The *Alberta Rules of Court* contains specific rules to guarantee that the respondent has been notified of a court action, application or any resulting court orders. These rules refer to the “serving” of documents on the respondent. You may want to refer to *Rules 13 to 26* of the *Alberta Rules of Court* for the procedure for service of court documents.

You should serve the respondent as quickly as possible to give the respondent time to prepare for court and to avoid an adjournment (delay) of the court date.

The respondent must receive one copy of the filed Summons, the filed Affidavit; and the filed Notice to Disclose, if you prepared one.

Please note: Do not serve the original Summons (the one with the original clerk signature and embossed (raised) seal). You will need the original when you prepare the Affidavit of Service. See step 7.

The respondent is properly served only if the documents are handed directly to the respondent. You should get another person to deliver the documents. This avoids possible conflict. It also avoids a possible disagreement between you and the respondent about whether the documents were actually served.

If you cannot locate the respondent, you may use one or more of the following methods to find him or her:

- Look in a local phone book. If you have access to a computer, check Canadian and U.S. phone and address listings on the Internet at www.worldpages.com.
- Check Henderson’s Directory, or any similar directory (these are available at your local public library).
- Talk to friends and relatives of the person you wish to locate.
- Call local or long distance telephone directory assistance.
- Contact the person’s current or previous place of employment.
- Hire a process server or private investigator (listed in the Yellow Pages).

Step 7: Prepare and File an Affidavit of Service

7-1 Prepare the Affidavit of Service

There is a sample Affidavit of Service beginning on page 51. The Affidavit of Service is used to explain how and when the respondent received a copy of your application. The person who served the respondent must provide the information about service. The original Summons and one copy of each of the Affidavit and the Notice to Disclose (if you prepared one) must be attached to the Affidavit of Service as exhibits.

The person who served the documents must swear or affirm before a commissioner for oaths that the contents of the Affidavit of Service are true. A Child Welfare Clerk may act as a commissioner for oaths. The person who signs the Affidavit may be asked to show personal identification.

7-2 Copy the Affidavit of Service

Make one copy of the complete Affidavit of Service. The complete Affidavit consists of the Affidavit of Service and all exhibits, including the original Summons and one copy each of the Affidavit and the Notice to Disclose.

7-3 File the Affidavit of Service

File the original and the copy of the Affidavit of Service with the Child Welfare Clerk's Office. They will return one filed copy to you. Take this copy with you when you go to court.

Step 8: Prepare a Second Affidavit

8-1 The second Affidavit

Before the court date for the Summons, we recommend you prepare a second Affidavit. If the judge decides that there should be a trial, this Affidavit may not be necessary. However, this Affidavit will be necessary if the judge grants an "interim" Order for child support until the date of the trial or if the judge grants an order for child support when the respondent does not appear in court.

The judge will only grant a child support order:

- if you can prove that the respondent is a parent of the child, and
- if you can provide the information needed to calculate the amount of child support.

The second Affidavit may help you provide that information. It should include:

- proof that the respondent is the parent of your child,
- your income,
- the respondent's income, and
- any special expenses you may be claiming.

See Section 7 of the Child Support Guidelines for information about special expenses.

If you served a Notice to Disclose and are satisfied with the information the respondent has given you, include this information in your Affidavit.

If you are not satisfied with the information the respondent has given you, or if the respondent has not given you the financial information you requested, you can still include what you believe the income of the respondent to be.

8-2 Prepare the Affidavit

Affidavit evidence is the only type of evidence that a chambers judge will accept. It is important to include everything you need to prove your case and everything you want the judge to know. The only facts that you can discuss in court are those that are included in your Affidavit(s) on the court file.

The facts that you include in your Affidavit must be complete, accurate and relevant to the application before the court. There are serious consequences if you do not tell the truth. Remember that the other party or their lawyer can cross-examine or ask you questions on anything you include.

You may use the sample Affidavit that begins on page 59. The facts in the Affidavit should be listed in separate numbered paragraphs. Each paragraph must be numbered consecutively (1,2,3...). Complete as much of the sample Affidavit as applies to your case. Then cross out any paragraphs that do not apply to your situation. See the instructions on page 28 on how to delete information from a court document. Next, add any other facts you feel are necessary to support your application.

Remember that the Affidavit will be read by the judge. Make sure that it is readable and understandable. If your Affidavit is messy or confusing, you will need to re-type the Affidavit.

Identify each document that you refer to in the Affidavit as an "Exhibit" and letter each one consecutively (Exhibit "A," Exhibit "B," and so on). For example your Affidavit may discuss "a copy of the letter from my employer dated January 1, 1999, which is attached and marked as Exhibit A."

Then attach one copy of each exhibit, in alphabetical order, to the Affidavit, immediately after the signature page and immediately before the last page (called the backer). Label each exhibit clearly as Exhibit "A," Exhibit "B," and so on.

8-3 Swear or affirm to the truth of your Affidavit before a commissioner for oaths

You must swear or affirm before a commissioner for oaths that the contents of your Affidavit are true. You may be asked to show personal identification.

A Child Welfare Clerk may act as a commissioner for oaths. The commissioner for oaths will check to make sure that each exhibit mentioned in the Affidavit is attached to the Affidavit. Each exhibit will have to be stamped with an exhibit stamp. The commissioner for oaths has the exhibit stamp. The exhibit stamp must be filled in for each exhibit. It is the commissioner for oaths who must sign each completed exhibit stamp.

8-4 File the Affidavit

Make three copies of your Affidavit (total of four with the original). Whenever you photocopy your Affidavit, you must photocopy all of the exhibits as well.

Take the original and the copies to the Child Welfare Clerk's Office for filing. The Child Welfare Clerk will file your Affidavit and return the copies to you.

8-5 Revise the Data Sheets

If at any time you receive income information from the respondent that is different than what you had written in the Data Sheets in step 1, you should bring this new information into the Family Law Information Centre (or Child Welfare Clerk's office). You will have to complete a new set of Data Sheets.

The Family Law Information Centre (or Child Welfare Clerk) will review your new Data Sheets and will provide you with a new Review Memo and Child Support Summary Sheet(s).

Make two copies (total of three with the original) of the new Review Memo and Child Support Summary Sheet(s). Throw away your old Review Memo and Child Support Summary Sheet(s).

Step 9: Going to Court

9-1 Prepare for court

Before going to court you should read "Points to Remember When Representing Yourself in Court" on page 16.

You will need to take the following things with you to court:

- a pen and paper to write down the judge's decisions as well as the judge's name, the court room number and date of the application;
- your copy of the filed Affidavit of Service which includes the Affidavit, Summons and the Notice to Disclose;
- three filed copies of the second Affidavit (one for the judge, one for the respondent and one for you); and
- the original Review Memo and Child Support Summary Sheet(s) and two copies (one for the judge, one for the respondent and one for you).

If you and the respondent are able to come to an agreement before the court date, you may want to prepare a Consent Order which must be signed by a judge. In this case, you should notify the court before your court date. See the Court Procedure Booklet, *Applying for a Consent Order that Includes Child Support*.

9-2 Adjourning a court application

You may not be prepared to proceed with your court application because you are negotiating the terms of a Consent Order or have not had the time to have the Consent Order typed up or signed. In that case, you and the respondent may agree that the application should be adjourned or delayed.

To adjourn an application, you must appear on the court date of the Summons and ask the judge for an adjournment. You must make this request in person. If the respondent agrees, the judge will adjourn your application to the new court date. If the respondent does not agree, the judge will ask you to explain why you want the adjournment. The judge will also ask the respondent why they are against the adjournment. Then the judge will decide whether or not your application will be adjourned.

9-3 Attend court

You must appear in court on the court date of your Summons. Find your court room number by checking the Parentage and Maintenance lists which are posted in the court house. You can also check with a clerk. Make sure you have the correct court room number. There may be more than one court room in the building hearing family matters at the same time.

Your application will be assigned a number on the Parentage and Maintenance list. This number will be called when it is time for your application to be heard.

Hand one copy of the second Affidavit and one copy of the Review Memo and Child Support Summary Sheet(s) to the respondent before court.

Other matters will be scheduled in court at the same time as your own. You will have to wait outside the court room until you (or your number) are called. Difficult or long applications may have to wait until others are dealt with or may be moved to another date and time.

Hand the original Review Memo and Child Support Summary Sheet(s) to the clerk in court when you are called. The clerk will hand them to the judge.

You will be asked to present your case to the judge. The only evidence you can discuss in court is what is included in your Affidavit(s) on the court file. You should be prepared to answer any questions the judge may have.

If the respondent does not appear, the judge may issue a warrant against the respondent or the judge may allow you to go ahead with your application.

Please note: You should make sure you bring your second Affidavit to the judge's attention:

- if the respondent does not appear, or
- if the respondent appears and admits paternity but does not agree to an amount of child support (in which case, the judge may be willing to grant an interim order for child support).

If the judge wants to hear your evidence, you should hand a copy of the second Affidavit to the clerk in court. You should

be prepared to answer any questions the judge may have. The only evidence you can discuss at this court date is what is included in your Affidavits.

If the respondent appears, admits that they are the parent of the child and agrees to an amount of child support, the judge may declare the respondent to be the parent and set the child support.

If the respondent appears and opposes your application, the judge may adjourn your application for paternity (DNA) testing, a "means hearing" or a later trial date. A means hearing is held to determine what income you and the respondent have. This will help the judge set an amount of child support. At the hearing, you will be expected to take the witness stand and give evidence under oath.

If a judge decides that a trial will be held, you will have to pay another court fee of \$200.

If your application is unsuccessful, you may have costs awarded against you, including the cost of any paternity tests.

Points to Remember When Representing Yourself in Court

The court house is a very traditional place. When you are representing yourself it is up to you to persuade the judge that your position is right. For this reason you must act, dress and speak in a way which helps and does not distract from your case. Here are some tips:

1. When you come to court, dress in clothes that are clean, neat and in good repair. You should be clean and neatly groomed.
2. How you act is as important as how you look. Be respectful to everyone in the court house, which includes the judges, court staff, lawyers, the other party involved in your case and security officers.
3. The court has a very busy schedule. Be on time for any application, case management meeting, pre-trial conference, or trial, or there may be consequences. For example, if you are late for an application, your application may be dismissed if you are the applicant or, if you are the respondent, the court may proceed without you.
4. The judge will not speak to you about your case except during a scheduled application, case management meeting, pre-trial conference or trial, and when the other party or lawyer is present.
5. Wait until you are addressed by the judge before talking, otherwise the judge will not respond.
6. Staff in the Clerk's office cannot give you legal advice or recommendations on what you should do. Always be polite to court house staff and provide them with any information or materials that are requested.
7. When you represent yourself it is very important that you take all necessary materials to support your application. You may be able to get legal advice from a lawyer ahead of time to make sure you are proceeding correctly and have all the right materials in their required form. Some lawyers will provide assistance with the preparation of these documents.
8. When you are attending a chambers application and the case is called, come forward to the counsel table at the front of the court room and tell the judge who you are. Always stand when you are addressing the judge. Refer to male judges as "My Lord" and female judges as "My Lady." Speak slowly in a clear voice with sufficient volume.
9. Be respectful to the judge, any counsel and the other party. Do not speak out of turn. Outbursts, inappropriate language and displays of temper will not be tolerated and could well influence the outcome of your application.

Step 10: Prepare the Court Order

10-1 Prepare the Order

If the judge grants your application, you will have to prepare a written Order. The notes that you made in court will help you prepare the Order. You may also want a copy of the notes that the clerk made in court. You can obtain them for a fee from the Child Welfare Clerk.

If the Order includes child support, the order must comply with the Federal Child Support Guidelines and must include a declaration of parentage. There is a sample Order on page 79. There are also sample terms on page 91.

If the Order does not include child support, use the sample Order on page 93.

In either sample Order, you must fill in your full name and the respondent's full name on the front page and on the backer. Also, on the backer fill in the action number, your full name and the address where documents can be served.

Add or remove paragraphs, or change the wording of the sample Order as necessary to reflect the Order given by the judge in court.

Please note: If you need to add paragraphs or other terms you will need to re-type the sample Order.

Each of the terms of the Order should be in separate paragraphs, and numbered consecutively (1,2,3...).

The judge may not be prepared to sign an Order with handwritten paragraphs, paragraphs crossed off, or if significant changes have been made to the document. In this case, you will have to re-type the Order.

If the judge dismisses (or refuses to grant) your application, you will still have to prepare a written Order. Sample Dismissal Orders are available where you received this booklet or on the Internet at www.albertacourts.ab.ca. After completing the Dismissal Order, make one copy of the Order, and bring the original and the copy to the Child Welfare Clerk for filing. The Child Welfare Clerk will arrange to have your order signed at a later time. One copy will be returned to you. If you want to have the Order mailed back to you, include a stamped, self-addressed envelope. **If the judge dismissed your application you do not have to complete the remaining steps in this booklet.**

10-2 Get the respondent to sign the Order

If the respondent was also in court, the respondent must sign the Order once it is prepared. The respondent's signature below the line "Approved as to form and content" shows that the respondent agrees that the Order that was prepared is what the judge ordered in court. Please note that if the respondent is represented by a lawyer, the lawyer will sign the Order rather than the respondent. If the respondent will not sign the Order, you may want to speak to a lawyer or a clerk to find out what other steps you can take.

If the respondent was in court and consented to the Order, the respondent must sign their consent on the Order and their signature must be witnessed. The witness must sign beside the respondent's signature and complete an Affidavit of Execution (attached to the sample Order on page 87). The witness must sign the Affidavit of Execution before a commissioner for oaths. You cannot act as a witness. The clerk will not act as a witness.

10-3 Get the Order signed by the judge

If the Order includes child support, make four copies of the Order (a total of five with the original). If the Order does not include child support, make three copies of the Order (a total of four with the original).

Take the original and the copies to the Child Welfare Clerk's Office. The Child Welfare Clerk will arrange to have your Order signed at a later time. If the Order is signed, three copies will be returned to you. The Child Welfare Clerk will keep the original and one copy of the Order.

If you want to have the Order mailed back to you, include a stamped, self-addressed 9" x 12" envelope. Include enough postage so that the Child Welfare Clerk can return three copies of the Order to you. Check with the post office to make sure that you have the correct postage by having the envelope weighed and stamped.

**Step 11:
Serve the
Filed Order**

11-1 Delivering the Order to the respondent

Serve a filed copy of the Order on the respondent using the same method you used in step 6.

**11-2 Delivering the Order to the Director of
Maintenance Enforcement**

If the Order contains child support, the Child Welfare Clerk will send a copy of the Order to the Director of Maintenance Enforcement (MEP). However, you may want to immediately provide a filed copy of the Order to MEP yourself so that MEP can act on it.

You will receive a registration package from the MEP. Complete it and return it to the MEP office. The MEP will not enforce the Child Support Order until they receive the returned package.

The address of the MEP is:

The Director of Maintenance Enforcement Program
7th Floor, J.E. Brownlee Building
10365 – 97 Street
Edmonton, Alberta T5J 3Z7
Phone: (780) 422-5554
Fax: (780) 422-1215
Toll free: 310-0000

**Step 12:
Prepare and
File an
Affidavit of
Service**

Prepare an Affidavit of Service using the same method you used in step 7 and using the form on page 101. File the Affidavit of Service with the Child Welfare Clerk.

Appendix 1: Explanation of Legal Terms

The following terms are used throughout this booklet and during the application process.

Action

A lawsuit or an application made in the courts. For example, when you apply to the court for a change in child support or to gain custody of a child, you are taking a legal action. You may take a legal action to enforce your rights or to correct a wrong done to you by another person. When an action is started, the court assigns it an action number. This number is then used in all of the documents related to the action filed with the court. See *Rules of Court: Rules 6-12 and Rule 563*.

Affidavit

A written statement of facts that a person swears or affirms are true before a commissioner for oaths. The facts in the statement will be used as evidence in court. See definitions for evidence and fact. Affidavits may also be used to prove the identity of the person signing a document and to prove that you have delivered documents to another person. These types of Affidavits are called an Affidavit of Execution and an Affidavit of Service and are explained below. See *Rules of Court: Rules 298-314 and Family Law Practice Note 3*.

Affidavit of Execution

This is a written statement in which a person swears or affirms that they witnessed another person signing a document and verifies the identity of the person signing.

Affidavit of Service

This is a written statement telling when, where and how documents have been served on another person, and how that person was found and identified. It is sworn or affirmed to and signed by the person who served the documents. See the definition for service.

Applicant

The person who is making an application to the court. See the definitions for respondent and application.

Application

Asking the court to make an Order. You can make several applications in the course of a court action. See the definitions for action, Notice of Motion and Order. See *Rules of Court: Rule 384-387 and 573-574 and Family Law Practice Note 3*.

Approval as to Form and Content

If an Order is not signed by the judge when the application is made, the respondent must sign the Order to show that they agree that the typed or handwritten Order is the same as the Order given by the judge in court. This does not mean that the person agrees with the Order. See the definition for consent. See *Rules of Court: Rule 323.1*.

Backer

The last page of a court document. It lists the action number, style of cause and your address on the right-hand side of the page. See definitions for action and style of cause.

Child Welfare Clerk's Office / Clerk's Office

A department of the Court of Queen's Bench Clerk's Office. In smaller centres the Child Welfare Clerk's section may not be separately identified, but would be part of the Queen's Bench Clerk's Office. The Child Welfare Clerk's Office deals with matters including Parentage and Maintenance applications and adoptions. See definition of Child Welfare Clerk for functions of the Child Welfare Clerk's Office.

Child Welfare Clerk

Person in charge of reviewing and filing of court documents (summons, notices of motion, affidavits, all related Court Orders, etc.), commissioning of affidavits for court matters, and processing documentation for scheduling of court lists. Can provide information on available court dates and filing deadlines. The Child Welfare Clerk carries out these duties in the case of applications for an order for child support under the *Parentage and Maintenance Act*.

Clerk in Court

Person who organizes the court files and records the outcome of the court application for the judge. The clerk sits at the front of the court below the judge.

Commissioner for Oaths

Someone authorized by the province to swear or "commission" affidavits. Lawyers and court clerks are commissioners for oaths. Often banks and real estate offices have commissioners.

Consent

When a person voluntarily agrees to something proposed by another. If you sign an Order saying you are consenting to the Order, you are saying that you agree with everything that has been stated in the Order.

Consent Order

A Court Order signed by both parties showing they agree with everything that is in the Order.

Costs

This is money that must be paid to another party or to the court. You may be ordered to pay costs if you are unsuccessful with your application or if you fail to attend a scheduled court date. See *Rules of Court: Schedule C*.

Court

In this booklet, court refers to the Alberta Court of Queen's Bench.

Dismissal

A judge's refusal to grant an application.

Evidence

In court, the statements that are given under oath or the documents or other items that are shown to prove your case or disprove another person's case.

Exhibit

Any paper or document that is referred to, or mentioned, in an Affidavit. It should then be marked as an "Exhibit" and attached as a part of the Affidavit. See *Rules of Court: Rules 311-312*.

Fact

A thing that is known to have occurred, to exist, or to be true. It is a piece of factual evidence. See *Rules of Court: Rules 305(1)*.

Federal Child Support Guidelines

These *Guidelines* are changes to the *Divorce Act* that were introduced on May 1, 1997. They are made up of rules and tables for calculating the amount of child support that should be paid based on income, number of children, and the province or territory of residence.

File / Filing

Giving documents to the court clerk to place on the court file. Any documents to be filed must have a backer, with the action number written on it, so that the clerk can find the file. See *Rules of Court: Rules 8-9*.

Judge

In this booklet, judge means a Justice of the Court of Queen's Bench.

Judicial Districts

Locations of Courts of Queen's Bench. These include Grande Prairie, Peace River, Fort McMurray, St. Paul, Edmonton, Wetaskiwin, Red Deer, Calgary, Drumheller, Lethbridge and Medicine Hat. See the inside back cover of this booklet for addresses and phone numbers.

Maintenance Enforcement Program (MEP)

A provincial government department that is authorized to collect child and spousal support on behalf of the person entitled to receive the support. MEP may take steps such as garnishee (seizure) of bank accounts and pay cheques, seizure of assets, and suspension of driver's licences if support payments are not made voluntarily. MEP cannot reduce the amount of support payable, and MEP will not stop enforcing the Order unless instructed to do so either by the creditor or by the court. See definition of Stay of Enforcement.

Notice of Motion

A court form that is filed by the applicant. It tells the court and the respondent the date, time and place of the upcoming application, and everything the applicant will be asking the court for. See *Rules of Court: Rule 384*.

Notice to Disclose

A document that asks a person to provide financial information. See *Family Law Practice Note 2*.

Order

What the judge directed in court. The Order is then written up by the applicant and signed by the judge, or by the clerk of the court on the judge's behalf. See the definition for approval as to form and content. See *Rules of Court: Rules 315-330*.

Party

Someone who is directly involved in the court action or application. A party is either a plaintiff or defendant, or an applicant or respondent.

Respondent

A person who is responding to an application to the court. See definition for applicant.

Rules of Court

A book of rules that contains the basic procedures that must be followed for beginning and carrying out a court action.

Service

Delivering a document to the other party in an action or application. The documents must be served in a way that is described in the *Rules of Court* or allowed by the court in an Order for Substitutional Service. See *Rules of Court: Rules 13-26 and 564*.

Statement of Claim

A document that starts a court action unless stated otherwise in the *Rules of Court* or legislation. See *Rules of Court: Rule 6(1)*.

Stay of Enforcement

An Order of the Court of Queen's Bench telling the Maintenance Enforcement Program to stop taking steps to collect any support that is still owed by a person. A Stay of Enforcement is often ordered for a limited time period, and is usually ordered with conditions imposed upon the person who is required to pay the support. For example, one condition may be that minimum monthly payments must be made or the Stay of Enforcement will end.

Statute

A law passed by the government. For example, the *Divorce Act* is a law passed by the federal government and the *Parentage and Maintenance Act* is a law passed by the provincial government.

Support Order

An Order made by a court directing that money be paid, usually on a monthly basis, for either spousal support or child support. The word "maintenance" can be used instead of "support." In the past, the term "alimony" was used to refer to spousal support.

Style of Cause

The part of any court document that identifies the type of court, and the place where the action will be heard (judicial district), the full names of the parties, and the name of the document. The style of cause is found at the top of the first page and on the backer of every court document filed. It must be exactly the same in all documents.

Substitutional Service Order

If it is impossible or impractical to serve the respondent personally with court documents, you may ask the court for an Order that will allow you to serve the respondent in a different way. The court may then grant a Substitutional Service Order. This defines how you can serve the respondent with the court documents. Examples of substitutional service are posting the document on the person's door, delivery by regular mail or courier, delivery to someone else who knows or lives with the person, or advertising in a newspaper. See *Rules of Court: Rule 23*.

Appendix 2: Sample Court Documents

What forms are included

The following forms are contained in this booklet:

- Affidavit (pages 29 - 35)
- Summons to the Respondent (pages 37 - 41)
- Notice to Disclose (pages 43 - 49)
- Affidavit of Service (Serving the Application)
(pages 51 - 57)
- Affidavit (pages 59 - 77)
- Order - that contains child support (pages 79 - 91)
- Order - that does not contain child support
(pages 93 - 99)
- Affidavit of Service (Serving the Order)
(pages 101 - 107)

General Instructions for Completing Court Documents

- These forms have been developed for typical users. If your document is more complicated or requires more space, then you will have to re-type the form.
- All documents must be readable.
- Photocopy the forms you need from the booklet and work on the photocopies as your "rough copy." Keep the originals to prepare your final copy. You should read the form carefully before beginning to fill it out.
- Fill in all the blank lines with requested information, by either hand printing or typing, (except where signatures are required).
- Note that there is a style of cause (see Explanation of Legal Terms) at the top of the first page and on the backer of each form. Make sure that the style of cause on the first page is filled out in the same way as the one on the backer.

- The backer is the last sheet of the form. Fill in the backer with the requested information, making sure to include your court action number. The backer should be reversed so that the type faces out and is visible once the whole document is stapled together.

How to delete information from a document

- You must make sure every statement in your Affidavit is true. If there are paragraphs that do not apply to you or are not correct, you should cross them off.
- To cross off paragraphs, draw a straight horizontal line, in ink, through both the first and last lines of the paragraph, then draw a straight diagonal line joining these lines and forming a letter "Z."
- To cross off a single sentence, draw a horizontal line, in ink, through the middle of the sentence.
- Use a ruler to make your lines and initial any changes that you have made. **Make sure you put your initials at the beginning and at the end of every strikeout that you make.**
- You cannot use "white out" on any court documents. Any corrections or deletions must be neat and readable.

Affidavit

Use this form to present the facts that are necessary for your application.

Before filing the Affidavit, make sure that you:

- ☐ include your full name and the respondent's full name in the form and on the backer
- ☐ fill in the paragraphs that apply to you and cross off the paragraphs that don't
- ☐ make three copies of the original Affidavit (total of four with the original).

Use a ruler when crossing off the paragraphs that don't apply to you. Cross them out by drawing a straight line through the first and last lines and a diagonal line joining them to form a "Z." Make sure that you put your initials at the beginning and at the end of every strikeout that you make. You cannot use "white out".

Note: You cannot make any changes to your Affidavit once it is filed.

IN THE COURT OF QUEEN'S BENCH OF ALBERTA
IN THE JUDICIAL DISTRICT OF _____

IN THE MATTER OF THE PARENTAGE AND MAINTENANCE ACT

BETWEEN:

YOUR NAME _____ Applicant

- and -

OTHER PARENT'S NAME _____ Respondent

AFFIDAVIT

I, _____, of the _____ of
YOUR NAME CITY' OR 'TOWN' OR OTHER

_____, Alberta, MAKE OATH AND SAY THAT:
NAME OF CITY, TOWN OR OTHER

1. I am: (CHECK THE APPROPRIATE BOX)

- ☐ a parent
☐ a child
☐ a person who has the care and control of a child

as referred to in section 7(2) of the *Parentage and Maintenance Act*, the child being the person referred to in paragraph 2.

2. The Respondent is or is believed to be a parent of _____,
NAME OF CHILD

born on or about _____ Y/ _____ M/ _____ D at _____
NAME OF CITY, TOWN OR OTHER.

in the Province of _____.

OR

2. The Respondent caused or is believed to have caused the pregnancy of

_____, whereby a child is expected to be born on or
NAME OF MOTHER
about _____ Y/ _____ M/ _____ D.

3. I make this affidavit in support of my application for an order under sections 7, 15 and 16 of the
Parentage and Maintenance Act.

SWORN BEFORE ME at the _____)

of _____, in the Province)

of Alberta, this _____ day of _____, _____)

) _____
) YOUR SIGNATURE

)
A COMMISSIONER FOR OATHS IN
AND FOR THE PROVINCE OF ALBERTA)

Action No: _____
YOUR COURT ACTION NUMBER

IN THE COURT OF QUEEN'S BENCH OF ALBERTA IN
THE JUDICIAL DISTRICT OF

IN THE MATTER OF THE PARENTAGE AND
MAINTENANCE ACT

BETWEEN:

YOUR NAME Applicant

- and -

OTHER PARENT'S NAME Respondent

AFFIDAVIT

YOUR NAME

YOUR ADDRESS

YOUR PHONE NUMBER

Summons to the Respondent

Use this form to notify the court and the respondent about an upcoming application.

Before filing the Summons, make sure that you:

- ☐ include your full name and the respondent's full name in the form and on the backer
- ☐ complete either paragraph 1 or 2, whichever is appropriate
- ☐ complete the last paragraph by filling in the amount of child support you believe should be ordered
- ☐ make three copies of the original (total of four with the original)

Do not fill in the court date until you file your application. The Child Welfare Clerk will help you choose a court date at that time.

IN THE COURT OF QUEEN'S BENCH OF ALBERTA
IN THE JUDICIAL DISTRICT OF _____
IN THE MATTER OF THE PARENTAGE AND MAINTENANCE ACT

BETWEEN:

YOUR NAME Applicant
- and -

OTHER PARENT'S NAME Respondent

SUMMONS TO RESPONDENT

WHEREAS the Applicant has applied for an order in accordance with the *Parentage and Maintenance Act* by filing an affidavit alleging that:

1. You are or are believed to be a parent of _____
NAME OF CHILD
born on or about ____ Y/ ____ M/ ____ D, at _____
NAME OF CITY, TOWN OR OTHER.
in the Province of _____.
OR
2. You caused or are believed to have caused the pregnancy of _____
NAME OF APPLICANT
about ____ Y/ ____ M/ ____ D.

YOU ARE THEREFORE COMMANDED to appear on ____ Y/ ____ M/ ____ D, at
____ o'clock in the ____ noon before the Court of Queen's Bench at
TIME FORE OR AFTER

_____, Alberta, and to attend at any other time
ADDRESS OF COURT HOUSE

required by the Court, to show cause why an order under sections 7, 15, and 16 of the *Parentage and Maintenance Act* declaring you are a parent for the purposes of the *Act* and directing payment of maintenance, expenses and costs specified in the *Act* should not be made against you.

SHOULD YOU FAIL TO APPEAR in accordance with this summons without offering a reasonable excuse, a warrant may be issued for your arrest, or the Court, after hearing the evidence presented to it, may make any order that it could make if you had appeared at the hearing. This may include an order FOR MAINTENANCE AND OTHER EXPENSES in the amount of \$ _____ or any other amount the Court deems appropriate.

Dated at _____, on the ____ day of _____,
NAME OF CITY, TOWN OR OTHER DATE MONTH YEAR

SIGNATURE OF J C Q B A/CLERK OF THE COURT

Action No: _____
YOUR COURT ACTION NUMBER

IN THE COURT OF QUEEN'S BENCH OF ALBERTA
IN THE JUDICIAL DISTRICT OF

IN THE MATTER OF THE PARENTAGE AND
MAINTENANCE ACT

BETWEEN:

YOUR NAME Applicant

- and -

OTHER PARENT'S NAME Respondent

SUMMONS TO RESPONDENT

YOUR NAME

YOUR ADDRESS

YOUR PHONE NUMBER

Notice To Disclose Notice of Motion

Use this form to ask the other parent to provide financial information.

Before filing the Notice to Disclose, make sure that you:

- ☐ include your full name and the respondent's full name in the form and on the backer
- ☐ cross off the paragraphs that don't apply to you
- ☐ make three copies of the original Notice to Disclose, (total of four with the original).

Use a ruler when crossing off the paragraphs that don't apply to you. Cross them out by drawing a straight line through the first and last lines and a diagonal line joining them to form a "Z." Make sure that you put your initials at the beginning and at the end of every strikeout that you make. You cannot use "white out".

This sample form does not include all of the items allowed for in Practice Note "2" which is attached to the Rules of Court because some items may not be relevant to a child support application. You may want to ask for other financial information. See the complete Notice to Disclose in the Court of Queen's Bench Family Law Practice Note "2" which is attached to the Rules of Court.

IN THE COURT OF QUEEN'S BENCH OF ALBERTA
IN THE JUDICIAL DISTRICT OF _____

IN THE MATTER OF THE PARENTAGE AND MAINTENANCE ACT

BETWEEN:

YOUR NAME Applicant
- and -

OTHER PARENT'S NAME Respondent

**NOTICE TO DISCLOSE
NOTICE OF MOTION**

A. INFORMATION CONCERNING INCOME, EXPENSES, ASSETS AND LIABILITIES

You are hereby required to provide to the Applicant within 30 days of service of this Notice:

1. a copy of each of the last 3 years income tax returns made by you and a copy of each of the last 3 assessment notices received by you, or a copy of the Revenue Canada printout of your last 3 years income tax returns which have not been previously provided to the Applicant or his or her lawyer;
2. a copy of each of your 3 most recent pay remittance stubs or of a statement from your employer outlining your gross pay for the year to date, any deductions made to date and your rate of annual salary or remuneration;
3. particulars or copies of every cheque issued to you during the last 6 weeks from any business or corporation in which you have an interest or to which you have rendered a service;
4. a sworn, itemized list of your income, assets and liabilities;

5. not applicable;
6. a copy of each of the last 3 years financial statements of any privately held corporation, partnership, firm, or business in which you have more than 1% interest;
7. not applicable;
8. in situations where child support is an issue, a detailed list of any expenses that you are claiming pursuant to s. 7 of the Child Support Guidelines;
9. not applicable;
10. not applicable;
11. not applicable;
12. not applicable;
13. (a copy of any other item being specifically requested pursuant to s. 21 of the Child Support Guidelines.)

Dated at _____, on the _____ day of _____, _____.
CITY/TOWN DATE MONTH YEAR

YOUR SIGNATURE

Applicant

The requested documents are to be delivered to:

YOUR NAME

YOUR ADDRESS

Notice

If you fail to provide the requested documents within the time given, you are to appear before the presiding Justice in Chambers at the Court House in the City of _____ in the Province of Alberta at _____ a.m/pm on _____, the _____ day of _____, _____, at which time the Court may:

- a) order that documents be filed in an action before a date to be specified in the order;
- b) make a declaration of your income or impute income to you for the purpose of calculating support;
- c) order payment of support in such sum as the Court may deem appropriate;
- d) grant the applicant any other remedy requested;
- e) order costs including costs under s.22(2) of the Federal Child Support Guidelines.

IMPORTANT NOTICE TO RESPONDENT:

If you want to respond to this motion, you or your lawyer must attend at the Court House on the date and at the time specified.

If you want to present any evidence to the Judge hearing this application you must:

- make an Affidavit, sworn or affirmed as true before a Commissioner for Oaths or Notary Public;
- file the Affidavit with the Clerk of the Court;
- make sure the Applicant's lawyer (or the Applicant if he or she does not have a lawyer) receives the Affidavit **at least 24 hours before the hearing.**

Action No: _____
YOUR COURT ACTION NUMBER

IN THE COURT OF QUEEN'S BENCH OF ALBERTA
IN THE JUDICIAL DISTRICT OF _____

IN THE MATTER OF THE PARENTAGE AND MAINTENANCE ACT

BETWEEN:

YOUR NAME Applicant

- and -

OTHER PARENT'S NAME Respondent

NOTICE TO DISCLOSE NOTICE OF MOTION

YOUR NAME

YOUR ADDRESS

YOUR PHONE NUMBER

Affidavit of Service (Serving the Application)

Use this form to explain when and where the respondent received a copy of your application. It is the person who served the respondent who must provide the information about service and sign the Affidavit of Service in front of a commissioner for oaths.

Before filing the Affidavit of Service, make sure that:

- ☐ you include your full name and the respondent's full name in the form and on the backer
- ☐ attach the original Summons and one copy each of the Affidavit and Notice to Disclose (if you served one), as exhibits
- ☐ each one of the exhibits is lettered consecutively (Exhibit A, Exhibit B...)
- ☐ the person who served the documents signs the Affidavit of Service in front of a commissioner for oaths
- ☐ you make one copy of the original Affidavit of Service, including all exhibits

Attach all exhibits at the end of the Affidavit just before the backer.

Action No: _____
YOUR COURT ACTION NUMBER

IN THE COURT OF QUEEN'S BENCH OF ALBERTA
IN THE JUDICIAL DISTRICT OF _____

IN THE MATTER OF THE PARENTAGE AND MAINTENANCE ACT

BETWEEN:

YOUR NAME _____ Applicant

- and -

OTHER PARENT'S NAME _____ Respondent

AFFIDAVIT OF SERVICE

I, _____, of the _____ of _____,
NAME OF DOCUMENT SERVER 'CITY' OR 'TOWN' OR OTHER NAME OF CITY, TOWN OR OTHER

Province of Alberta, MAKE OATH AND SAY:

1. That I did on the _____ day of _____, _____, personally serve
DATE OF SERVICE MONTH OF SERVICE YEAR
_____, the Respondent, with a true copy of
OTHER PARENT'S NAME
the Summons, Affidavit and Notice to Disclose, which are annexed and marked respectively as
Exhibits 'A,' 'B' and 'C' to this my Affidavit, by delivering the said copies to and leaving the same
with _____, the Respondent, at:
OTHER PARENT'S NAME

FULL ADDRESS WHERE OTHER PARENT WAS SERVED

2. That on the said copies of the Summons, Affidavit and Notice to Disclose so served by me there
was at the time of such service endorsed thereon all the endorsements now appearing on the
originals with the exception of the endorsements of the same being Exhibits as aforesaid.

SWORN BEFORE ME at the _____

of _____, in the Province

of Alberta, this ____ day of _____, _____.

SIGNATURE OF DOCUMENT SERVER

A COMMISSIONER FOR OATHS IN
AND FOR THE PROVINCE OF ALBERTA

Insert your Exhibits here

These include:

Exhibit 'A' Summons to Respondent

Exhibit 'B' Affidavit

Exhibit 'C' Notice to Disclose (if you served one)

Make sure the exhibits are labelled alphabetically in the order in which they appear in the Affidavit.

Put them in the same order when inserting them here.

Action No: _____
YOUR COURT ACTION NUMBER

IN THE COURT OF QUEEN'S BENCH OF ALBERTA IN
THE JUDICIAL DISTRICT OF

IN THE MATTER OF THE PARENTAGE AND
MAINTENANCE ACT

BETWEEN:

YOUR NAME Applicant

- and -

OTHER PARENT'S NAME Respondent

AFFIDAVIT OF SERVICE

YOUR NAME

YOUR ADDRESS

YOUR PHONE NUMBER

Affidavit

See step 8-1 for when you may need this second Affidavit.

Before filing the Affidavit, make sure that you:

- ☐ include your full name and the respondent's full name in the form and on the backer
- ☐ fill in the paragraphs that apply to you and cross off the paragraphs that don't
- ☐ letter each one of your exhibits consecutively (Exhibit A, Exhibit B...)
- ☐ make three copies of the original Affidavit, including all exhibits (total of four with the original).

Use a ruler when crossing off the paragraphs that don't apply to you. Cross them out by drawing a straight line through the first and last lines and a diagonal line joining them to form a "Z." Make sure that you put your initials at the beginning and at the end of every strikeout that you make. You cannot use "white out".

Note: You cannot make any changes to your Affidavit once it is filed.

Attach all exhibits at the end of your Affidavit just before the backer.

YOUR COURT ACTION NUMBER

IN THE COURT OF QUEEN'S BENCH OF ALBERTA

IN THE MATTER OF THE PARENTAGE AND MAINTENANCE ACT

BETWEEN:

YOUR NAME _____ Applicant

- and -

OTHER PARENT'S NAME _____ Respondent _____

AFFIDAVIT

I, YOUR NAME, of the 'CITY,' 'TOWN' OR OTHER of _____

_____, Alberta, make oath and say that:
NAME OF CITY, TOWN OR OTHER

1. I am a parent of _____, born, or expected to be born, on or
NAME OF CHILD
about _____ Y/ _____ M/ _____ D.

2. I believe the respondent is a parent of the child for the following reasons:
(Provide facts such as: dates of sexual intercourse, any periods that you lived with the respondent, whether the respondent has ever acknowledged he was the father of the child, whether you were married to the respondent prior to the child's birth or after the child's birth, any medical tests that may show the respondent is a parent, whether the respondent signed any documents as a parent, etc.)

[illegible]

3. ☐ I have served a Notice to Disclose on the respondent but the respondent has failed to provide me with the required information.
- ☐ I ask the court to impute income to the respondent in the annual sum of \$ _____ for the following reasons:
- ☐ At the time we were together the Respondent's Income was _____.
- ☐ The Respondent has the following education and/or skills:
- _____
- _____
- _____
- ☐ The Respondent is currently working as a _____ for
TYPE OF EMPLOYMENT
- _____
- EMPLOYER
- ☐ I am aware that other people who do this kind of work earn _____.
- ☐ The Respondent is presently unemployed but is capable of earning _____.
- ☐ Other:
- _____
- _____

OR

3(a) Choose one only:

- ☐ The Respondent is employed.
- ☐ The Respondent is self-employed.

Details of his/her employment/self-employment are (provide if known):

NAME AND ADDRESS OF EMPLOYER OR PLACE OF BUSINESS

POSITION

LENGTH OF TIME IN THIS POSITION

- ☐ The Respondent has been unemployed since _____ and details of his/her
MONTH/DAY/YEAR
 unemployment are:

(Give details, if known, including prospects of employment, any benefits the Respondent is receiving, steps he/she is taking to find employment, or if in school, type of program and expected completion date.)

(b) The Respondent is a ☐ shareholder ☐ director ☐ officer of a corporation.

Attached and marked collectively as Exhibit '____' to this my Affidavit are copies of the financial statements of this corporation for each of the last 3 years.

(c) Attached and marked collectively as Exhibit '____' to this my Affidavit are copies of the Respondent's T1 General forms and notices of assessment and reassessment from Canada Customs and Revenue Agency for each of the 3 most recent taxation years (or a copy of a Canada Customs and Revenue Agency printout of his/her income tax returns for the last 3 years).

(d) Attached and marked collectively as Exhibit '____' to this my Affidavit are copies of the Respondent's 3 most recent pay remittance stubs (or statement from his/her employer outlining his/her gross pay and deductions for the year to date, and his/her rate of annual salary).

(e) Attached and marked collectively as Exhibit '____' to this my Affidavit are copies of
(Attach any other relevant documents to support the guideline income calculation for the Respondent such as student finance information or the most recent statements of income from employment insurance, social assistance, pension, disability or workers compensation — and including any documents required by section 21 of the Guidelines.)

(f) I calculate the Respondent's annual guideline income to be \$ _____, determined as follows:

All sources of Respondent's gross income

ANNUAL AMOUNTS

Employment income	+	\$ _____
Employment insurance benefits	+	\$ _____
Social assistance attributable to spouse only	+	\$ _____
Other: _____ SPECIFY	+	\$ _____
Total annual gross income:	=	\$ _____

Guideline adjustments to total income:

Deduct: professional and union dues	-	\$ _____
Other guideline adjustments: _____ SPECIFY	-/+	\$ _____
Total annual adjustments to income:	-/+	\$ _____
Guideline Income (total of gross income and adjustments):	=	\$ _____

4(a) Choose one only:

☐ I am employed at _____
NAME AND ADDRESS OF EMPLOYER

POSITION _____ LENGTH OF TIME IN THIS POSITION _____

☐ I am self-employed at _____
NAME AND PLACE OF BUSINESS

LENGTH OF TIME IN BUSINESS _____

☐ I have been unemployed since _____ and details of my unemployment are:
MONTH/DAY/YEAR

(Give details, including prospects of employment, any benefits you are receiving, steps you are taking to find employment, or if in school, type of program and expected completion date.)

(b) I am a ☐ shareholder ☐ director ☐ officer of a corporation.

Attached and marked collectively as Exhibit '____' to this my Affidavit are copies of the financial statements of this corporation for each of the last 3 years.

(c) Attached and marked collectively as Exhibit '____' to this my Affidavit are copies of my T1 General forms and notices of assessment and reassessment from Canada Customs and Revenue Agency for each of the 3 most recent taxation years (or a copy of a Canada Customs and Revenue Agency printout of my income tax returns for the last 3 years).

(d) Attached and marked collectively as Exhibit '____' to this my Affidavit are copies of my 3 most recent pay remittance stubs (or statement from my employer outlining my gross pay and deductions for the year to date, and my rate of annual salary).

(e) Attached and marked collectively as Exhibit '____' to this my Affidavit are copies of:
(Attach any other relevant documents to support the guideline income calculation such as student finance information or the most recent statements of income from employment insurance, social assistance, pension, disability or workers compensation — and including any documents required by section 21 of the Guidelines.)

(f) I calculate my annual guideline income to be \$ _____, determined as follows:

All sources of my gross income		ANNUAL AMOUNTS
Employment income	+	\$ _____
Employment insurance benefits	+	\$ _____
Social assistance attributable to spouse only	+	\$ _____
Other: _____ SPECIFY	+	\$ _____
Total annual gross income:	=	\$ _____
Guideline adjustments to total income:		
Deduct: professional and union dues	-	\$ _____
Other guideline adjustments: _____ SPECIFY	-/+	\$ _____
Total annual adjustments to income:	-/+	\$ _____
Guideline Income (total of gross income and adjustments):	=	\$ _____

(g) Choose one only:

- ☐ I do not expect any significant changes in my employment situation.
- ☐ I expect the following changes in my employment situation:

DESCRIBE CHANGES, INCLUDING EXPECTED RAISES OR CHANGES IN SALARY

5. I am claiming the following special expenses for the child:

	GROSS ANNUAL AMOUNTS
Child care expenses (daycare/babysitting)	\$ _____
Children's portion of medical or dental premiums	\$ _____
Health-related expenses in excess of \$100 annually per illness or event, net of reimbursement	\$ _____
Extraordinary expenses for primary/secondary school	\$ _____
Expenses for post-secondary education	
Tuition amount	\$ _____
Extraordinary expenses for extracurricular activities	\$ _____

Give any more details of each expense, including any contribution from child, the name of child that each expense is for, and the nature of each expense:

(If you are attaching any receipts, they must be marked as exhibits)

Other Facts

Add any other facts, in separate numbered paragraphs (starting with #6), continuing from your last numbered paragraph. Continue your list of facts onto the last (signature) page of the Affidavit.

—.

—.

—.

—.

—.

—.

____. MAKE SURE YOUR CLAUSES CONTINUE ONTO SIGNATURE PAGE

____. I make this Affidavit in support of my application for an Order under sections 7, 15 and 16 of the *Parentage and Maintenance Act* and in support of my application pursuant to my Notice to Disclose.

SWORN BEFORE ME at the _____)
of _____, in the Province)
of Alberta, this _____ day of _____, _____)

) _____
) YOUR SIGNATURE

A COMMISSIONER FOR OATHS IN
AND FOR THE PROVINCE OF ALBERTA)

Insert the Exhibits for your Affidavit here

Make sure the exhibits are labelled alphabetically in the order in which they appear in the Affidavit.

Put the exhibits in the same order when inserting them here.

Action No: _____
YOUR COURT ACTION NUMBER

IN THE COURT OF QUEEN'S BENCH OF ALBERTA IN
THE JUDICIAL DISTRICT OF

IN THE MATTER OF THE PARENTAGE AND
MAINTENANCE ACT

BETWEEN:

YOUR NAME

Applicant

- and -

OTHER PARENT'S NAME

Respondent

AFFIDAVIT

YOUR NAME

YOUR ADDRESS

YOUR PHONE NUMBER

Order

Use this form to prepare an Order made by the judge that includes child support. Make sure that:

- ☐ your full name and the respondent's full name are included in the form and on the backer
- ☐ you fill in the guideline incomes and the children's names and dates of birth
- ☐ you include all of the terms of the Order
- ☐ you add or cross off paragraphs, or change the wording of the sample Order as necessary to reflect the Order given by the judge in court. There are sample terms on page 91. If you need to add paragraphs or other terms you will need to re-type the sample Order
- ☐ the Order states whether the respondent appeared in court or not – by crossing off the paragraph that does not apply (found before the terms/numbered paragraphs of the Order).
- ☐ if the respondent was in court, that the respondent has signed the Order below the line "APPROVED AS TO FORM AND CONTENT" or "CONSENTED TO BY." If the respondent is consenting, cross off "APPROVED AS TO FORM AND CONTENT," The witness must sign the order and complete the Affidavit of Execution. If the respondent is not consenting, cross off "CONSENTED TO BY" and the witness' signature line and remove the Affidavit of Execution. If the respondent was not in court, cross off the entire paragraph.
- ☐ you number all of your paragraphs consecutively (1, 2, 3...)
- ☐ you make four copies of your Order (total of five with the original) and take them to the Child Welfare Clerk's Office.

Use a ruler when crossing off the paragraphs that don't apply to you. Cross them out by drawing a straight line through the first and last lines and a diagonal line joining them to form a "Z." Make sure that you put your initials at the beginning and at the end of every strikeout that you make. You cannot use "white out".

The judge may not be prepared to sign an Order with crossed off sections or handwritten paragraphs. In this case, you will have to re-type the Order. Also, a judge's signature cannot appear on a page by itself.

Action No: _____
YOUR COURT ACTION NUMBER

IN THE COURT OF QUEEN'S BENCH OF ALBERTA
IN THE JUDICIAL DISTRICT OF _____

IN THE MATTER OF THE PARENTAGE AND MAINTENANCE ACT

BETWEEN:

YOUR NAME _____ Applicant

- and -

OTHER PARENT'S NAME _____ Respondent

BEFORE THE HONOURABLE) ON _____, THE _____
MADAM/MR. JUSTICE _____) WEEKDAY DATE
COURT HOUSE, _____) DAY OF _____
ALBERTA) MONTH YEAR

ORDER

UPON THE APPLICATION of the Applicant; AND UPON this matter coming on for hearing before me; and upon hearing evidence from the Applicant;

AND UPON the Respondent appearing and giving representations;

OR

AND UPON the Respondent not appearing in person or by agent;

AND UPON the Respondent having been found to have a guideline income of \$ _____
and the Applicant to have a guideline income of \$ _____.

AND UPON the Court being advised that the name and birth date of each child is as follows:

_____, born _____
NAME MONTH/DAY/YEAR
_____, born _____
_____, born _____
_____, born _____

1. IT IS HEREBY DECLARED THAT the Respondent _____
NAME OF RESPONDENT
is the parent of the child(ren) named above and born to the Applicant,
_____.
NAME OF APPLICANT

IT IS HEREBY ORDERED THAT:

2. The Respondent shall pay to the Applicant for the maintenance of the said child(ren) the sum of \$ _____ per month commencing on the _____ day of _____, _____, and continuing on the _____ day of each and _____, _____, and continuing on the _____ day of each and _____ every month thereafter until the child attains the age of 18 years or until the child dies or is adopted, unless otherwise ordered by this court.
3. The Respondent shall pay to the Applicant the sum of \$ _____ per month for additional expenses for the child(ren) payable on the _____ day of each month, commencing the _____ day of _____, _____, allocated as follows:
- DATE MONTH YEAR

<u>Child</u>	<u>Nature of Add-on</u>	<u>Amount or Percentage</u>
_____	_____	_____
_____	_____	_____
_____	_____	_____
_____	_____	_____

4. The amounts owing under this Order be paid to the Director of Maintenance Enforcement, at 10365 - 97 Street, 7th floor, Edmonton, Alberta, and shall be enforced by the Director unless the creditor files with the Court and the Director a Notice, in writing, that he/she does not wish the Order to be enforced by the Director pursuant to Section 7 of the *Maintenance Enforcement Act*.

IT IS FURTHER ORDERED THAT

5.

SET OUT ALL OTHER TERMS OF THE ORDER GRANTED BY THE COURT IN SEPARATE NUMBERED PARAGRAPHS (STARTING WITH #5),
CONTINUING FROM THE LAST NUMBERED PARAGRAPH.

JUSTICE OF THE COURT OF QUEEN'S
BENCH OF ALBERTA

APPROVED AS TO FORM AND CONTENT:

OR

CONSENTED TO BY:

SIGNATURE OF RESPONDENT

WITNESS TO RESPONDENT

ENTERED THIS _____ DAY OF,

_____, _____

CLERK OF THE COURT

IN THE COURT OF QUEEN'S BENCH OF ALBERTA
IN THE JUDICIAL DISTRICT OF _____

IN THE MATTER OF THE PARENTAGE AND MAINTENANCE ACT

BETWEEN:

YOUR NAME Applicant

- and -

OTHER PARENT'S NAME Respondent

AFFIDAVIT OF EXECUTION

I, _____, of the _____ of _____,
NAME OF WITNESS 'CITY' OR 'TOWN' OR OTHER NAME OF CITY, TOWN OR OTHER

Province of Alberta, MAKE OATH AND SAY:

1. I was personally present and did see _____, named in the
NAME OF RESPONDENT
within Order, who is personally known to me to be the person named therein, duly sign and
execute the same for the purpose named therein.
2. The same was executed at the _____ of _____,
'CITY', 'TOWN' OR OTHER NAME OF CITY, TOWN OR OTHER
in the Province of Alberta and that I am the subscribing witness thereto.
3. I know the said _____ and he/she is in my belief of the full age of
NAME OF RESPONDENT
eighteen (18) years.

SWORN BEFORE ME at the _____)
of _____, in the Province)
of Alberta, this _____)
day of _____, _____ .)

SIGNATURE OF WITNESS

A COMMISSIONER FOR OATHS IN
AND FOR THE PROVINCE OF ALBERTA

Action No: _____
YOUR COURT ACTION NUMBER

IN THE COURT OF QUEEN'S BENCH OF ALBERTA IN
THE JUDICIAL DISTRICT OF

IN THE MATTER OF THE PARENTAGE AND
MAINTENANCE ACT

BETWEEN:

YOUR NAME Applicant

- and -

OTHER PARENT'S NAME Respondent

ORDER

YOUR NAME

YOUR ADDRESS

YOUR PHONE NUMBER

SAMPLE TERMS TO INCLUDE IN YOUR ORDER

The following paragraphs are some example terms that may fit your case.

Change or adapt these examples to suit your own situation. You will have to write your own terms that reflect the Order given by the judge in court.

Note: These terms are not actual legal advice. They simply show you how to present information that may be needed in special circumstances. These samples do not replace your need to get legal advice.

[or]

____. It is further ordered that commencing the _____ day of _____, _____, _____
DATE MONTH YEAR
____ shall pay
FULL NAME
the amounts prescribed by the
guidelines, namely \$ _____.

____. **[Medical and Dental Coverage]**

FULL NAME
shall provide medical and dental
insurance coverage for the child(ren).

____. **[Undue Hardship]**

_____ having satisfied
FULL NAME
the Court that payment of the full
amount of child support prescribed in
the Federal Child Support Guidelines
would cause _____
FULL NAME
undue hardship due to [set out all
circumstances of undue hardship]:
shall pay to _____
FULL NAME
for the support of the child(ren)

NAME(S) OF CHILD(REN)
the sum of \$ _____ per month,
payable on the 1st day of each month
commencing _____ 1, _____
MONTH YEAR
up to and including _____ 1, _____
MONTH YEAR

[and]

____. The child support shall be revisited in
____ of _____, it being
MONTH YEAR
determined that the cause of the
undue hardship should be eliminated
by that date.

Order

Use this form to prepare an Order made by the judge that does not include child support.

Make sure that:

- ☐ your full name and the respondent's full name are included in the form and on the backer
- ☐ you include all of the terms of the Order
- ☐ the Order states whether the respondent appeared in court or not – by crossing off the paragraph that does not apply (found before the terms/numbered paragraphs of the Order).
- ☐ if the respondent was in court, that the respondent has signed his/her signature on the Order below the line "Approved as to form and content". If the respondent was not in court, you can cross off this paragraph in the Order.
- ☐ you number all of your paragraphs consecutively (1, 2, 3...)
- ☐ you make three copies of your Order (total of four with the original) and take them to the Child Welfare Clerk's Office.

Remember a judge's signature cannot appear on a page by itself.

Action No: _____
YOUR COURT ACTION NUMBER

IN THE COURT OF QUEEN'S BENCH OF ALBERTA
IN THE JUDICIAL DISTRICT OF _____
IN THE MATTER OF THE PARENTAGE AND MAINTENANCE ACT

BETWEEN:

YOUR NAME Applicant

- and -

OTHER PARENT'S NAME Respondent

BEFORE THE HONOURABLE) ON _____, THE _____
MADAM/MR. JUSTICE _____) WEEKDAY DATE
COURT HOUSE, _____) DAY OF _____, _____
ALBERTA) MONTH YEAR

ORDER

UPON THE APPLICATION of the Applicant; AND UPON this matter coming on for hearing before me; and upon hearing evidence from the Applicant;

AND UPON the Respondent appearing and giving representations;

OR

AND UPON the Respondent not appearing in person or by agent;

IT IS HEREBY ORDERED THAT:

1. _____
SET OUT ALL TERMS OF THE ORDER GRANTED BY THE COURT IN SEPARATE NUMBERED PARAGRAPHS (1, 2, 3...)

JUSTICE OF THE COURT OF QUEEN'S
BENCH OF ALBERTA

APPROVED AS TO FORM AND CONTENT:

SIGNATURE OF RESPONDENT

ENTERED THIS _____ DAY OF,

_____, _____

CLERK OF THE COURT

Action No: _____
YOUR COURT ACTION NUMBER

IN THE COURT OF QUEEN'S BENCH OF ALBERTA IN
THE JUDICIAL DISTRICT OF

IN THE MATTER OF THE PARENTAGE AND
MAINTENANCE ACT

BETWEEN:

YOUR NAME Applicant

- and -

OTHER PARENT'S NAME Respondent

ORDER

YOUR NAME

YOUR ADDRESS

YOUR PHONE NUMBER

Affidavit of Service (Serving the Order)

Use this form to explain when and where the respondent received a copy of the Order made by the judge. It is the person who served the respondent who must provide the information about service and sign the Affidavit of Service in front of a commissioner for oaths.

Before filing the Affidavit of Service, make sure that:

- ☐ you include your full name and the respondent's full name in the form and on the backer
- ☐ one filed copy of the Order is attached and marked Exhibit A
- ☐ the person who served the documents signs the Affidavit of Service in front of a commissioner for oaths
- ☐ you make one copy of the original Affidavit of Service, including Exhibit A

Attach Exhibit A at the end of the Affidavit just before the backer.

Action No: _____
YOUR COURT ACTION NUMBER

IN THE COURT OF QUEEN'S BENCH OF ALBERTA
IN THE JUDICIAL DISTRICT OF _____

IN THE MATTER OF THE PARENTAGE AND MAINTENANCE ACT

BETWEEN:

YOUR NAME _____ Applicant

- and -

OTHER PARENT'S NAME _____ Respondent

AFFIDAVIT OF SERVICE

I, _____, of the _____ of _____,
NAME OF DOCUMENT SERVER 'CITY' OR 'TOWN' OR OTHER NAME OF CITY, TOWN OR OTHER

in the Province of Alberta, MAKE OATH AND SAY:

1. That I did on the _____ day of _____, _____, personally serve
DATE OF SERVICE MONTH OF SERVICE YEAR
_____, the Respondent, with a true copy of the
OTHER PARENT'S NAME
Order, which is annexed and marked as Exhibit 'A' to this my Affidavit, by delivering
the said copy to and leaving the same with
_____, the Respondent, at:
OTHER PARENT'S NAME
_____.
FULL ADDRESS WHERE THE OTHER PARENT WAS SERVED
2. That on the said copy of the Order so served by me there was at the time of such service
endorsed thereon all the endorsements now appearing on the original with the exception of the
endorsement of the same being an Exhibit as aforesaid.

SWORN BEFORE ME at the _____

of _____, in the Province

of Alberta, this ____ day of _____, _____.

SIGNATURE OF DOCUMENT SERVER

A COMMISSIONER FOR OATHS IN
AND FOR THE PROVINCE OF ALBERTA

Insert Exhibit 'A' here.

Queen's Bench Child Welfare Clerk

Calgary

511 - 4th Street SW

Tel: 403-297-2202

Drumheller

311 - 2nd Ave. West

Tel: 403-273-1700

Edmonton

1A St. Stephen's Church St.

Tel: 780-423-2425

Fort McMurray

9700 Franklin Avenue

Tel: 780-743-7136

Grande Prairie

10360 - 99 Street

Tel: 780-538-5540

Lethbridge

300 - 4th Street South

Tel: 403-281-0100

Assistance in Obtaining Legal Advice

Dial a Law - Lawyer Referral

Phone: 1-800-581-1035

Legal Aid

Edmonton: 780 - 427 - 7575

Calgary: 403 - 297 - 2260

Other areas call: 310-0000

Internet Sources of Information

Federal Justice Website:

www.cj.gc.ca YOUR NAME

Alberta Government Website:

www.gov.ab.ca

Alberta Justice Website:

www.gov.ab.ca/just YOUR ADDRESS

Alberta Courts Website:

www.ab.courts.ab.ca

Child Support Guidelines Website:

www.ab.courts.ab.ca

www.canada.justice.gc.ca/en/06/pse/pse_sous.html

YOUR PHONE NUMBER

Action No: _____

YOUR COURT ACTION NUMBER

Medicine Hat

IN THE COURT OF QUEEN'S BENCH OF ALBERTA IN

Tel: 403-297-2202

THE JUDICIAL DISTRICT OF

9200

IN THE MATTER OF THE PARENTAGE AND

Tel: 780-423-2425

MAINTENANCE ACT

Red Deer

1000 - 12th Avenue

Tel: 403-340-5220

BETWEEN:

YOUR NAME

Applicant

Tel: 780-345-0234

- and -

Wetaskiwin

4605 - 51 Street

Tel: 780-301-1238

OTHER PARENT'S NAME

Respondent

AFFIDAVIT OF SERVICE

Section 101

Section 102

In the County of _____ State of _____
the _____

In the County of _____ State of _____
the _____

Section 103

Section 104

- and -

Section 105

ARTICULATE OF SERVICE

Section 106

Section 107

Section 108

Section 109

Queen's Bench Child Welfare Clerk's Offices

Calgary

611 - 4th Street SW
Tel: 403-297-2202

Medicine Hat

460 First Street SE
Tel: 403-529-8710

Drumheller

511- 3rd Ave. West
Tel: 403-823-1700

Peace River

9905 - 97 Avenue
Tel: 780-624-6256

Edmonton

1A Sir Winston Churchill Sq.
Tel: 780-422-2455

Red Deer

4909 - 48 Avenue
Tel: 403-340-5220

Fort McMurray

9700 Franklin Avenue
Tel: 780-743-7136

St. Paul

4704 - 50 Street
Tel: 780-645-6324

Grande Prairie

10260 - 99 Street
Tel: 780-538-5340

Wetaskiwin

4605 - 51 Street
Tel: 780-361-1258

Lethbridge

320 - 4th Street South
Tel: 403-381-5196

Assistance in Obtaining Legal Advice

Dial a Law - Lawyer Referral

Phone: 1-800-661-1095

Legal Aid

Edmonton: 780 - 427 - 7575
Calgary: 403 - 297 - 2260
Other areas call 310-0000

Internet Sources of Information

Federal Justice Website: www.canada.justice.gc.ca
Alberta Government Website: www.gov.ab.ca
Alberta Justice Website: www.gov.ab.ca/just
Alberta Courts Website: www.albertacourts.ab.ca
Child Support Guidelines Website:
www.canada.justice.gc.ca/en/ps/sup/index.html

